

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**BUDGET ANALYST  
GENERAL ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Performs a variety of complex professional level administrative and analytical work in the maintenance of City budget programs. Employee reports to the Budget Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs highly complex and professional work to assist the Budget Director in the preparation of annual operating budget and capital improvements program. Work includes revenue forecasting, financial and operational analysis, program service costing, performance measurement, and benchmarking analysis. The employee is expected to work closely with department directors and other senior staff to review and analyze departmental budget requests and make recommendations as needed. The employee is responsible for analyzing and evaluating organizational structures and operating procedures, and meeting with the Budget Director, Assistant City Manager and City Manager to present recommendations. Employee is expected to function with considerable independence under occasional supervision of the Budget Director, and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Reviews and analyzes department budget requests and makes recommendations.

Analyzes revenue and expenditure data and develops financial projections for use in budget development.

Conducts organizational, operational and policy reviews and makes recommendations to improve the efficiency and effectiveness of various City programs and services.

Coordinates the annual budget review process for Capital Improvements Program.

Monitors operating, capital and grant revenues and expenditures, and prepares periodic budget and technical reports.

Conducts analysis to determine the full cost of various programs and services.

Analyzes departmental performance and cost data and conducts benchmarking analysis with other cities.

Prepares the annual budget document and Fees and Charges Manual.

## **BUDGET ANALYST**

Functions as lead analyst on various special projects and assignments.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Strong analytical and research skills, ability to perform organizational and operational review, management and financial studies, and develop performance measures and organizational objectives.

Excellent verbal/written skills.

Proficient in Microsoft Office software.

Substantial experience in management consulting.

Ability to maintain effective working relationships and perform in various capacities on work teams and task forces.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in Public Administration, Public Policy, Accounting, Business Administration or a related field, with a Master's Degree in Public Administration or a closely related field preferred, and 2 years of professional experience in local government budgeting and management analysis; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to understand and analyze financial data and economic conditions. Ability to use various methodologies for estimating revenues and expenditures. Ability to use appropriate techniques for conducting organizational and operational analysis.

**Interpersonal Competency:** Ability to work with people, develop and maintain positive working relationships with all levels of staff, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

March, 1998

Revised January, 2003

## **BUDGET ANALYST**

Salary Grade 21, Exempt

March, 1998  
Revised January, 2003